

## Directions for importing PST files directly into user mailboxes

These directions should be used to migrate PST files from hard drive and all shared storage into your mailbox.

- First, identify all of the PST files that need to be migrated either from their local drives or their shares.
- The PSTs should be opened via Outlook using the File → Open → Open Outlook Data File and select the PST file.
- Evaluate the PST file for size by right clicking the root of the PST file in the folder window selecting the Data File Properties menu option and clicking the Folder Size button.
- The Total size of each of the PSTs should then be added together to derive the total size of all email to be imported from all of the PST files.
- A ticket would need to be open in LanDesk for the AD/Exchange team to increase the mailbox to the appropriate size which would be current usage + data to be imported + growth allowance (TBD)
- Wait at least 2 hours after the LanDesk ticket is closed to assure that the mailbox increase has fully been applied.
- Dismount/Close the PST files from Outlook by right mouse clicking the root of the PST file in the folder window and selecting Close "PST File Name"
- Shutdown and Restart Outlook
- With the PST files dismounted from Outlook use the PST file Import wizard as described here....  
<https://support.office.com/en-us/article/Import-Outlook-items-from-an-Outlook-Data-File-pst-431a8e9a-f99f-4d5f-ae48-ded54b3440ac>
- Once all PSTs have been imported, update the LanDesk ticket to say you are done and the Exchange team can check to see that you have adequate space remaining in your mailbox for future growth